



THE PIGGOTT SCHOOL

'...to be a school which inspires and encourages the highest achievement'

CHARGING AND REMISSIONS POLICY

Last reviewed: Summer Term 2017
Responsibility: Finance Officer and Finance Committee
Review Period: Annually

THIS POLICY WILL HELP THE SCHOOL TO FULFILL ITS AIMS BY:

- following agreed procedures on charging for school activities
- enabling pupils to acquire knowledge and to develop skills to the fullest possible extent, regardless of personal and home circumstances

BY SUPPORTING LOCAL PROCEDURES, THE OBJECTIVES OF THIS POLICY WILL BE TO:

- promote fair and equitable participation in school activities, in line with national guidelines
- meet the requirements of section 457 of the Education Act 1996

TO FULFIL THIS POLICY THE LEADERSHIP TEAM AND GOVERNORS FINANCE COMMITTEE OF THE SCHOOL WILL:

- reserve the right to levy a charge in any circumstances permissible under the Education Act 1996 including:
 - School journeys in school hours.
 - Activities outside school hours.
 - Examination fees where pupil fails without good reason to meet examination requirements.
- reserve the right to ask parents to contribute to the cost of replacement items incurred as a result of breakages, loss or damage, to books, equipment, or material other than normal wear and tear
- where they indicate in advance that they wish to own the finished product of a practical activity, will ask parents to provide or pay for ingredients, materials, equipment etc. needed whilst ensuring that no student is disadvantaged because of a parent's unwillingness or inability to contribute in this way.
- determine whether the level of voluntary contributions is sufficient to enable an activity to take place, where there are not enough contributions the activity will be cancelled
- Will ensure that disabled students attending school trips are not charged for additional essential facilities.
- apply the statutory minimum remissions to any charges, which they make: that is in respect of students whose parents are in receipt of:
 - Guarantee element of State Pension credit, or
 - Income Support or
 - Income-based Jobseekers Allowance, or
 - Child Tax Credit (but not entitled to Working Tax Credit) and whose annual taxable income as assessed by HMRC does not exceed £16,190 or
 - An income-based employment and support allowance or
 - Support under part VI of the Immigration and Asylum Act 1999
- Will invite parents to apply in confidence for remission of charges if family hardship make it difficult for pupils to take part in chargeable activities
- Will consider remission of charges for pupils for whom we are in receipt of Pupil Premium

ASSOCIATED POLICIES: EQUALITIES POLICY, BYOD